

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 04/18/2005	NUMBER 06.06.115
SUBJECT <b>INTENSIVE PAROLE REENTRY PROGRAM</b>		SUPERSEDES <b>NEW</b>	
		AUTHORITY MCL 791.203; 791.204; 791.231a - 791-236; Administrative Rules 791.7715	
		ACA STANDARDS <b>NONE</b>	
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**POLICY STATEMENT:**

The Intensive Parole Reentry Program is designed to assist prisoners in developing strategies that will enable them to successfully complete parole and become productive, law-abiding citizens within the community.

**RELATED POLICY:**

06.05.104        Parole Process  
06.06.100        Parole Violation Process

**POLICY:**

GENERAL INFORMATION

- A.     The Intensive Parole Reentry Program is a voluntary program offered within institutions designated by the Deputy Director of Correctional Facilities Administration (CFA). Prisoners in the Program are expected to fully participate in the Program and satisfactorily complete all requirements of the Program, including maintaining eligibility requirements, in return for which s/he shall be released on parole upon completion of the Program. The Program will take approximately four months to complete.
- B.     Only prisoners who meet the eligibility criteria for placement in the Intensive Parole Reentry Program and agree to participate in the Program shall be accepted. A determination of eligibility for placement in the Program does not guarantee placement.
- C.     Prisoners in the Intensive Parole Reentry Program are covered by all Department policy directives that apply to general population prisoners, except as specifically identified in this policy directive. However, where in conflict with another policy directive, this policy shall control for those prisoners in the Program.
- D.     Pre-parole investigations shall be conducted after receipt of the Parole Board Notice of Decision Granting Parole consistent with PD 06.05.104 "Parole Process". All transfers into the Intensive Parole Reentry Program shall be in accordance with PD 05.01.140 "Prisoner Placement and Transfer".

PROGRAM ELIGIBILITY CRITERIA AND PLACEMENT

Pre-Parole

- E.     The Parole Board may parole a prisoner contingent upon successful completion of the Intensive Parole Reentry Program, subject to parole eligibility requirements set forth in PD 06.05.104 "Parole Process", if the prisoner meets the following criteria:
  - 1.       Screens true security Level I or, with approval of the CFA Deputy Director or designee, true security Level II.
  - 2.       Proposed placement is within Michigan.
  - 3.       Does not have a documented detainer filed by Immigration and Naturalization Service (INS) or a documented pending felony charge.
  - 4.       Not within nine months of his/her SGT/PMX/TIS maximum date.

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- F. Whenever the Parole Board considers granting parole contingent upon successful completion of the Intensive Parole Reentry Program, the case shall be referred to the CFA Classification Director or designee to determine if the prisoner meets the eligibility criteria set forth in Paragraph E and is eligible for placement in an institution offering the Program, consistent with placement requirements set forth in PD 05.01.140 "Prisoner Placement and Transfer". The eligibility decision shall be documented on the Intensive Parole Reentry Program - Screening and Placement form (CFJ-455). The CFA Classification Director or designee shall ensure that institutional staff review the Intensive Parole Reentry Program - Program Information and Prisoner Agreement form (CFJ-456) with each eligible prisoner to determine if the prisoner wants to participate in the Program. The form shall be signed by the prisoner if s/he agrees to participate in the Program. If the prisoner does not want to participate in the Program, that shall be indicated on the form and the Parole Board notified immediately.

#### Parole Violators

- G. A parolee returned to a CFA reception facility due to parole violation charges shall be considered for placement in the Intensive Parole Reentry Program if s/he meets the following criteria:
1. Was not returned with a new sentence to be served with the Department ("PVNS").
  2. Screens true security Level I or, with approval of the CFA Deputy Director or designee, true security Level II.
  3. The parole violation does not involve the prisoner's possession of a firearm, including having a firearm under his/her control, or use of any item as a weapon. This includes imitation and simulation of firearms.
  4. The parole violation does not involve the prisoner, without authorization, being in the company of a person who the parolee knew to possess a firearm. This includes imitation and simulation of firearms.
  5. The parole violation does not involve a physical assault causing serious injury or involves a sexual assault.
  6. Does not have a documented pending felony charge for the actions that form the basis for the parole violation charge.
- H. Designated staff shall review the case of each parolee returned to a reception facility due to pending parole violation charges to determine if s/he meets the eligibility criteria set forth in Paragraph G and if s/he is eligible for placement in an institution offering the Program, consistent with placement requirements set forth in PD 05.01.140 "Prisoner Placement and Transfer". The eligibility decision shall be documented on the Intensive Parole Reentry Program - Screening and Placement form (CFJ-455). The Intensive Parole Reentry Program - Program Information and Prisoner Agreement form (CFJ-456) shall be reviewed with each eligible parolee to determine if s/he wants to participate in the Program. The form shall be signed by the parolee if s/he agrees to participate in the Program. After review, the case shall be referred to the Parole Board to make a final decision regarding revocation of parole. If parole is revoked, the Parole Board shall determine whether the parolee should be granted a repaole contingent upon satisfactory completion of the Intensive Parole Reentry Program.

#### PROGRAMMING

- I. Prisoners in the Intensive Parole Reentry Program shall receive specialized programming that emphasizes the knowledge and skills required to successfully transition back into the community. Specific program content shall be determined by the Warden, subject to approval of the CFA and Field Operations Administration (FOA) Deputy Directors or designees, and consistent with this policy. The CFA and FOA Deputy Directors shall ensure that a manual is maintained identifying all available programming.
- J. Department-approved transition teams, comprised of representatives from state/community organizations and Department staff, will facilitate the reintegration into the community of those prisoners

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accepted into the Intensive Parole Reentry Program. Transition team members and associates approved by the CFA Deputy Director or designee may provide reentry programming directly to prisoners in the Intensive Parole Reentry Program; however, approval shall not be granted to a member or an associate who will have prisoner contact if the individual:

1. Is on probation or parole;
2. Has a pending criminal charge;
3. Is on the approved visitors list of any prisoner;
4. Is on the approved telephone list of any prisoner, except if qualified clergy or an attorney unrelated to the prisoner by blood or marriage.
5. Has at any time been subject to a visitor restriction imposed pursuant to PD 05.03.140 "Prisoner Visiting", unless the restriction was subsequently overturned by the Administrator of the Office of Policy and Hearings or by court order;
6. Has a felony conviction, unless approved by the CFA Deputy Director or designee.
7. Is providing outreach volunteer services under PD 03.02.110 "Outreach Volunteer Program", unless approved by the CFA Deputy Director or designee.

The requirements set forth in PD 03.02.105 "Volunteer Services and Programs" shall apply to programming provided by transition team members and associates only as required by the CFA Deputy Director or designee.

- K. Transition team members and associates providing reentry programming who have prisoner contact shall not be permitted to provide money or personal items to prisoners. They also shall not be permitted to receive money or personal items from any prisoner.
- L. The CFA Deputy Director or designee may rescind or limit approval of a transition team member or associate to provide reentry programming if the individual engages in conduct which is inconsistent with the goals of the Department or is a threat to the custody and security of the institution. Approval shall be rescinded under the following circumstances:
  1. The organization with which the individual is affiliated no longer provides reentry services for the Department;
  2. The individual no longer represents the group or organization providing reentry services for the Department; or
  3. The individual no longer meets the eligibility criteria set forth in Paragraph J for Department approval.
- M. As approved by the Warden, supervised reunification sessions between a prisoner and the individual(s) with whom that prisoner will reside upon parole may be conducted by designated staff to assist in identifying and resolving conflicts that may arise as a result of the placement. A person who is determined by the CFA Deputy Director or designee to be a threat to the custody and security of the institution shall not be permitted within the institution to participate in reunification sessions. Attendance at reunification sessions shall not be counted as visits. The Warden may develop standards, including clothing and property restrictions, with which individuals must comply while attending reunification sessions.
- N. Within 30 calendar days after placement in the Intensive Parole Reentry Program, prisoners shall be given the opportunity to change their approved telephone lists and approved visitors lists as necessary to facility programming needs. These changes shall be in addition to those allowed under PD 05.03.130 "Prisoner Telephone Use" and PD 05.03.140 "Prisoner Visiting".

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### PROGRAM TERMINATION

- O. Each institution offering an Intensive Parole Reentry Program shall have a Program Review Board. The board shall be chaired by the Warden or designee and consist of other staff designated by the Warden. The Board shall be responsible for determining whether a prisoner is to be terminated from the Program, subject to requirements set forth in this section.
- P. A prisoner shall be terminated from the Intensive Parole Reentry Program if the prisoner no longer meets program eligibility criteria or is found guilty of a non-bondable major misconduct. A prisoner also shall be terminated from the Program upon written request of the prisoner.
- Q. A prisoner may be terminated from the Intensive Parole Reentry Program for unacceptable adjustment to the Program, including a guilty finding on a bondable major misconduct. A prisoner also may be terminated for failing to complete the Program within the designated four month period; in lieu of termination for this reason, the Program Review Board may recommend to the Warden or designee that the Parole Board extend the period of time the prisoner has to complete the Program. If the Warden concurs, the recommendation shall be submitted to the Parole Board. The Parole Board shall approve or deny the extension prior to expiration of the original period of time the prisoner had to complete the Program and notify the Warden or designee of that decision. The prisoner shall be terminated from the Program unless the Parole Board agrees to the extension.
- R. Whenever a prisoner is terminated from the Intensive Parole Reentry Program, the Warden shall ensure that the Parole Board is notified, and, if necessary, the prisoner transferred to an appropriate CFA facility in accordance with PD 05.01.140 "Prisoner Placement and Transfer". The Parole Board shall review each terminated case and determine whether parole should be suspended; if parole is suspended, the Parole Board shall conduct an interview in accordance with the requirements set forth in PD 06.05.104 "Parole Process".

### COMPLETION OF PROGRAM

- S. A Parole Board Order for Parole (CAX-119) shall be issued to each prisoner who successfully completes the Intensive Parole Reentry Program consistent with the requirements set forth in PD 06.05.104 "Parole Process". The parole release date shall not be on a Monday, Friday, weekend or State holiday, unless approved by the Parole Board Chair.

### OPERATING PROCEDURES

- T. The FOA Deputy Director and Wardens of institutions with an Intensive Parole Reentry Program shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

### AUDIT ELEMENTS

- U. A Primary Audit Elements List has been developed and will be provided to the CFA Deputy Director and the Parole Board Chair to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC/OPH/04-07-05